## San Francisco Arts Commission Remote Meeting Access Information

View the Meeting: https://bit.ly/SFAC207 Meeting Password: SFAC207

## **Public Comment by WebEx:**

1. Once you have joined the meeting, navigate to the Participant button in the menu bar. Click on the Participant Icon to open the participant window. The icon should be blue:

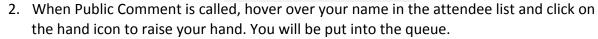














- 3. When it is your turn, you will hear a beep and you will be prompted to speak.
- 4. When your time is up, you will be muted.
- 5. You may click on the hand icon to lower your hand.
- 6. Participants who wish to speak on other public comment periods can stay in the meeting and listen for the next public comment opportunity.

**Note**: If you click on the link before the meeting begins, you may need to refresh the page to join the meeting.

## **Public Comment by Phone:**

- 1. **DIAL** the Toll-Free Number listed for the meeting: **415-655-0001**. Enter the **Access Code: 2480 032 4759** then press '#' twice to join the meeting as an attendee.
- 2. You will hear a beep when you join the meeting. Stop and **LISTEN.** Wait for Public Comment to be announced (by Item # or for General Public Comment).
- 3. When Public Comment is called, **dial '\*' then '3'** to be added to the speaker line.
- 4. You will then hear "You have raised your hand to ask a question, please wait to speak until the host calls on you." Callers will hear silence when waiting for their turn to speak.
- 5. To withdraw your question, press '\*' then '3'.' you will hear: "You have lowered your hand."
- 6. When the system message says "Your line has been unmuted" THIS IS YOUR TIME TO SPEAK. As soon as you speak, you will have 3 minutes to provide your comments.
- 7. Once your 3 minutes have expired, your phone line will be muted.
- 8. Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity.

## **Best Practices:**

- Ensure you are in a quiet location.
- Speak slowly and clearly
- Mute the sound of any equipment around you, including televisions, radios, and computers.